



REQUEST FOR DEQ WASTE & UNDERGROUND TANK
MANAGEMENT BUREAU FILE INFORMATION

Name: \_\_\_\_\_

Company / Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please provide the following information in as much detail as possible. If you require assistance in defining or focusing your request, please call.

File name(s) (if known): \_\_\_\_\_

Site name: \_\_\_\_\_

Site or property location City: \_\_\_\_\_ County: \_\_\_\_\_

Landmarks: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Site/Property Owner or Operator: \_\_\_\_\_

Documents, types of documents or information requested: (Some documents may not be disclosed under law. If this applies to any documents you request, you will be advised of the general nature of information to be withheld, if any, and the reason for non-disclosure.)

Please mark how you would like to receive the information.

Electronic Email: State File System Pick Up

Mailing Address:

An appointment to view the files may be necessary to allow staff time to review files for confidential information, to protect the integrity of file documents, or to obtain files archived in another building. Please indicate your preferred date and time to view the files: Date: Time:

Signature: Date:

If the information is not available immediately, the Waste & Underground Tank Management Bureau will provide it as soon as reasonably possible. If you have any questions about the status of your request, or have a deadline you would like us to consider, please call 406/444-5300. Please send request to WUTB Comments or you may also FAX this form to 406/444-1374.

Effective January 1, 2016

Thank you for your interest in the Montana Department of Environmental Quality (DEQ) records. The State of Montana allows a reasonable charge for copies and staff time spent to compile and make copies. DEQ's policy states all fees must be paid before records are released and at present policy allows for the following charges:

Actual hourly rate of staff fulfilling the request (i.e. gathering files & information, research, copying, scanning, legal review);

\*\$.10 per sheet of paper to copy

\*Actual cost of CD's, postage, and other mailing materials

This Box for State Use Only

date received:

managed by:

response due by:

Hrs. spent:

Org Unit: